

**MEDICARE CURRENT BENEFICIARY SURVEY
NATIONAL STUDY - COMMUNITY COMPONENT
SPECIAL KEYS FOR CAPI**

<u>Special Key</u>	<u>CAPI Name</u>	<u>Functions</u>
Enter	Enter	Tells the computer to move the cursor to the next field.
#Shift/5 (RV)	Repeat Visits	When the SP has visited the same provider for the same condition at least 10 times since the last interview, this function enables you to group the visits together by month. At the visit roster: (1) enter the month; (2) enter "shift/5"; (3) enter the year; and, (4) enter the number of visits for that month.
#Shift/7 (&)	Refusal	Stores a "refusal" response in the data file.
#Shift/8 (*)	Don't Know	Stores a "don't know" response in the data file.
Backspace	Backspace	Erases previous character(s) on line where cursor is located.
Delete	Delete	Backs up to a previous cursor location on the same screen, erasing entries as it goes.
#Ctrl/B	Screen Backup	Backs up to the previous screen, erasing entries as it goes.
#Ctrl/L	Leap over	Enables you to leap over unused answer spaces in "code all that apply" questions.
#Ctrl/K	Enter Comments	Calls up a comment window and moves cursor there so a comment can be entered.
#Ctrl/A	Add Line	Adds an entry line on roster and matrix screens.
Space Bar	Erase an X	Deletes an "Xed" selection from a roster screen.
ESC	Escape from Box	Moves you out of any box, for example, comments, rosters, etc. Stores and returns cursor to answer space.
#Ctrl/E	Breakoff	Escapes from the interview or program before completion to accommodate a breakoff. (Interview can be started again at the same place that Ctrl/E was entered.)
#Ctrl/I	Interrupt	Allows interrupt in the flow of the interview in order to correct or review previous entries.

#Note: HOLD DOWN the Shift or Ctrl key while you press the other number or letter key.